

Enter Student Absences from the Class Record

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When Jackrabbit is set to **track absences**, one of the **ways to enter student absences** is from the **Class** record.

Class: Tumbling L2 - Mon 6pm

← RETURN **SAVE CHANGES** DELETE

1 Enter the absence

2 View the absence

3 View absence history and schedule a makeup

Class	Next Class	Enter Absences	Absence/Attendance	Post Class Transactions	Copy Class	Mass Drop	Sizes/Measurements		
Summary	Enroll List	Drop List	Absences	Makeups	Wait List	Instructors	Lesson Plan	Skills/Levels	Misc

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	Last Absence	Student	Age	# Absences
1	3/16/2020	Ezra Lovell	11	1

Enter an Absence in the Class Record

To record an absence for a single date:

1. Navigate to the **Class** record and select the **Enter Absences** button.
2. On the *Enter Absences* page, edit the **Absence Date** as needed (defaults to current date).
3. If you are allowing the student to makeup the class, enter the last date the class can be made up in the **Makeup Expiration Date**. [Learn more about makeups](#).
4. Select the **Absent?** check box for the appropriate student. To mark all students absent, select the check box in the *Absent?* column header.

Enter Absences for Tumbling L2 - Mon 6pm

← RETURN **SAVE CHANGES**

Use the check boxes in the column headers to mark all students absent and eligible for makeup if applicable.

Absence Date ◀ 3/16/2020 ▶ 📅 Makeup Expiration Date ◀ 5/31/2020 ▶ 📅

	Student	Birth Date	Enroll Type	Drop Date	Roll Notes	Absent?	Eligible for Makeup	Note
1	Lena Campbell	4/4/2009	Enrolled			<input type="checkbox"/>	<input type="checkbox"/>	
2	Ezra Lovell	1/17/2009	Enrolled			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Family on vacation
3	Ashlee Owers	10/22/20...	Enrolled			<input type="checkbox"/>	<input type="checkbox"/>	

5. If applicable, select **Eligible for Makeup**. If all students are absent and eligible to makeup the class select the check box in the *Eligible for Makeup* column header.
6. Add **Notes** about the reason for the absence.
7. **Save Changes**

View Absence History - Delete a Recorded Absence

A student's absence history for a class can be viewed from the **Absences** tab in the **Class** record.

Absence History

← RETURN

SAVE CHANGES


If you allow makeups, you can schedule them from the Absence History

Use the **Trash Can** icon to delete the absence

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	Absence Date	Student	Class	Class Days	Age	Eligible for Makeup?	Makeup Exp. Date		Makeup Class	Makeup Date	Makeup Attendance	Note	UserID
1	3/16/2020	Ezra Lovell	Tumbling L2 - Mon 6pm	M	11	<input checked="" type="checkbox"/>	5/31/2020	Schedule Makeup				Family on vacation	helpcenter 

- Use the link for the number of absences in the **# Absences** column to open the Absence History page.
- Use the **Trash Can** icon to delete an absence record.



Learn about the options for reporting on student absences and makeups.